



GSA Public Buildings Service



Targeted Asset Reviews:

GSA's Due Diligence Resource for Effective Real
Property Asset Management



In an era marked by increased accountability regarding the management of Federal real property, accurate data is fundamental to allocating resources effectively and successfully meeting mission needs. Responding to this priority, GSA's Office of Real Property Disposal has developed the Targeted Asset Review (TAR). Landholding agencies can use this tool to link asset data and regulatory compliance to resource requirements and realty decisions.

GSA designed TARs to provide due diligence information for virtually any type of Federal real property asset. Our realty specialists can review a single building, a small group of improvements (such as a Federal Center), or a large complex (such as an air station or military base) and provide a comprehensive report. This information will help agencies identify underutilized properties and develop appropriate repositioning strategies.

GSA has unique government-wide real estate experience and can deliver a full spectrum of realty services that provide the best solution to your agency's asset management needs.

Why are TARs Useful for Landholding Agencies?

Customer agencies are able to:

- Obtain due diligence, environmental, cultural and historic information
- Increase knowledge of the asset by identifying legal issues
- Explore possibilities for renovation or reuse of existing facilities to improve overall utilization and support of agency mission
- Identify potential real estate transactions such as relocation, exchange or disposal via GSA or agency-specific authorities
- Identify local real estate market and community issues

What is the TAR Process?

Depending on specific customer agency needs, TAR reports may provide basic property information used to outline and define particular assets or may encompass extensive strategic and mission-related recommendations for leveraging asset management capabilities. Our specialists work directly with customer agencies to develop TARs using the following four steps:

- 1. Data Gathering and Records Review-** Reviews agency real property files and studies.
- 2. Site Visit-** Visually inspects property and verifies file information, interviews local agency personnel, gathers community and neighborhood data.
- 3. Report Preparation-** Summarizes all records and information pertinent to the asset(s) with supporting documents, photographs, plats/maps.
- 4. Asset Management Recommendations-** Serves as the foundation on which a sound asset management strategy may be based.

What's Included in a TAR Report?

The data elements of the TAR report are based on the requirements outlined in the asset management Executive Order 13327, which promotes the efficient and economical use of Federal real property. Customers may also customize additional elements, as needed, to address specific mission-related requirements for a particular landholding agency. Many of these elements are also required when completing a Report of Excess. Property information includes but is not limited to the following:

- Size, property description, buildings and other improvements
- Title history and all appropriate source documents
- Easements, permits, & licenses
- Environmental concerns including: lead-based paint, PCBs, asbestos, and availability and history of hazardous substance activity
- Historical/Cultural resources
- Community/Stakeholder interests
- Recommendations for most efficient asset utilization/disposition

How Much Does It Cost?

Generally, GSA covers the costs for developing a basic TAR report. Depending on mission requirements and operational needs, agencies may desire to supplement the GSA-funded scope to incorporate additional information and analysis (which may require reimbursement) specific to an agency's asset management requirements. Agencies are able to use the complimentary TAR report to identify preliminary disposition questions and determine the next steps in the disposal process.

Why Use GSA?

GSA is the largest public real estate organization in the country. Our inventory comprises over 1,500 government-owned buildings with 352 million square feet of workspace for 1.1 million federal employees in 2,200 communities. At GSA, we serve federal agencies only, *thus mitigating any potential conflicts of interest.*

Unlike commercial entities, *our access to the decision makers is without equal, and* we represent you in all facets of the transaction with potential buyers, the local community, environmental regulators and state and congressional representatives.

GSA aims to be the provider of choice for federal agencies to help you use real estate more efficiently and to leverage the value of your real property portfolio.

What Additional Asset Management Services Does GSA Provide?

As the federal government's real estate expert, we provide an entire array of asset management services, thus allowing you to concentrate on your agency's mission. Some of these services include:

- Property & Environmental Assessments
- Highest and Best Use Analysis
- Cost Analysis, Appraisal and Asset Valuation
- Marketing Strategy & Services
- Boundary Surveys and Descriptions
- Contracts Management
- Community, Regulatory & Stakeholder Coordination



GSA Real Property Disposal Zones

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 General Services Administration
 Office of Real Property Disposal (1PR)
 10 Causeway Street
 Boston, MA 02222
 Telephone: 617-565-5700 • Fax: 617-565-5720

Southeast Sunbelt Region
 General Services Administration
 Office of Real Property Disposal (4PR)
 401 West Peachtree Street
 Atlanta, GA 30365
 Telephone: 404-331-5133 • Fax: 404-331-2727

Great Lakes Region
 General Services Administration
 Office of Real Property Disposal (1PRM-5)
 230 South Dearborn Street
 Chicago, IL 60604
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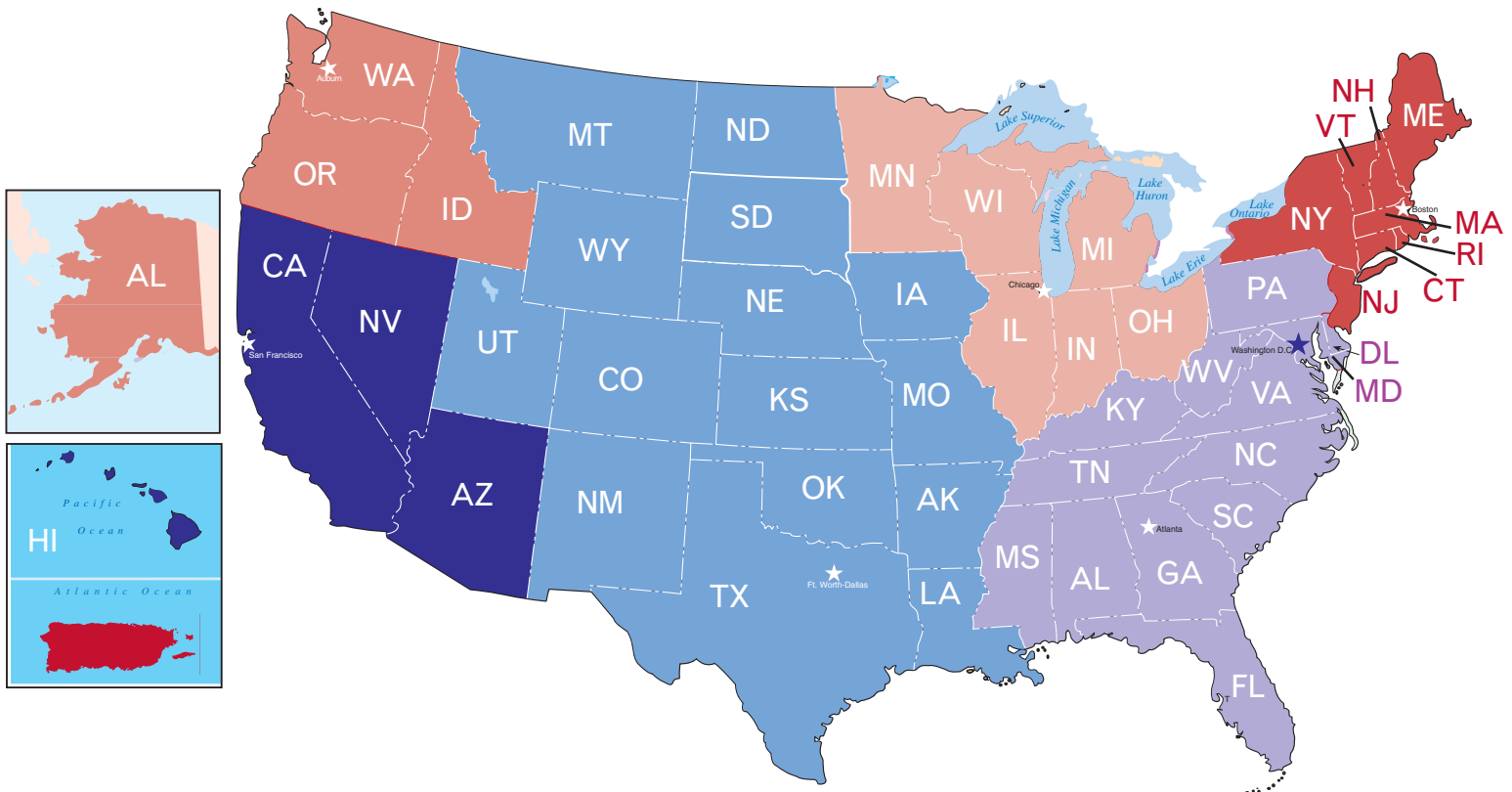
Greater Southwest Region
 General Services Administration
 Office of Real Property Disposal (7PR)
 819 Taylor Street
 Fort Worth, TX 76102
 Telephone: 817-978-2331 • Fax: 817-978-2063

Pacific Rim Region
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 Office of Real Property Disposal (9PR)
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Northwest Arctic Region
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National Capital Region
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 Office of Real Property Disposal
 7th & D Street, SW
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*One **GSA** One **Voice***



Office of Real Property Disposal

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